

INDIANA PROFESSIONAL LICENSING AGENCY

402 W. WASHINGTON STREET, ROOM W072

INDIANAPOLIS, IN 46204

(317) 234-3031

pla12@PLA.IN.gov

LICENSE BY RECIPROCITY

A. Cosmetology License by Reciprocity Application Requirements

- At least 18 years of age
- Completed tenth grade education or equivalent
- Photo
- License Certification (if from a foreign country, must include an English translation of the documents)
- Applicant's jurisdiction must require 1500 hours of education or one (1) year of licensed practice is equal to one hundred (100) hours of education to an applicant who has completed a minimum of *1000 hours of education.
- Applicant's jurisdiction must require at least 70% passing on the written and practical exams

* The number of hours reflects their state's education requirements rather than the actual number of hours taken. If the applicant took it upon themselves to complete extra hours above and beyond their state requirement, the extra hours would not apply according to the statute.

No exam required. License is issued upon approval and payment of license fee.

B. Manicurist License by Reciprocity Application Requirements

- At least 18 years of age
- Completed eighth grade education or equivalent
- Photo
- License Certification (if from a foreign country, must include an English translation of the documents)
- *Applicant's jurisdiction must require four hundred fifty (450) manicurist education hours in a cosmetology school. **If not**, one of the following would also qualify:

- 1) Licensed for **LESS THAN** 20 years; one (1) year of licensed experience is equal to one hundred (100) hours of education to an applicant who has completed a minimum of ***300** hours of education.
- 2) Licensed for **MORE THAN** 20 years; one (1) year of licensed experience is equal to one hundred (100) hours of education to an applicant who has completed a minimum of ***100** hours of education.

* The number of hours reflects their state's education requirements rather than the actual number of hours the applicant has taken. If the Applicant took it upon them to complete extra hours above and beyond their state requirement, the extra hours would not apply according to the statute.

- Applicant's jurisdiction must require at least 70% passing on the written and practical exams

No exam required. License is issued upon approval and payment of license fee.

C. Esthetician License by Reciprocity Application Requirements

- At least 18 years of age
- Completed tenth grade education or equivalent
- Photo
- License Certification (if from a foreign country, must include an English translation of the documents)

- Applicant's jurisdiction must require 700 esthetician education hours in a cosmetology school or one (1) year of licensed practice is equal to 100 hours of education to an applicant who has completed a minimum of *400 hours of education.
- Applicant's jurisdiction must require at least 70% passing on the written and practical exams

* The number of hours reflects their state's education requirements rather than the actual number of hours the applicant has taken. If the Applicant took it upon them to complete extra hours above and beyond their state requirement, the extra hours would not apply according to the statute.

No exam required License is issued upon approval and payment of license fee.

D. Electrology License by Reciprocity Application Requirements

- At least 18 years of age
- Must hold a valid Indiana cosmetology license or Indiana esthetician license
- Completed tenth grade education or equivalent
- Photo
- License Certification (if from a foreign country, must include an English translation of the documents)
- Applicant's jurisdiction must require 300 electrology education hours in a cosmetology school or one (1) year of licensed practice is equal to 100 hours of education to an applicant who has completed a minimum of *200 hours of education.
- Applicant's jurisdiction must require at least 70% passing on the written and practical exams

* The number of hours reflects their state's education requirements rather than the actual number of hours the applicant has taken. If the Applicant took it upon them to complete extra hours above and beyond their state requirement, the extra hours would not apply according to the statute.

No exam required License is issued upon approval and payment of license fee

E. Beauty Culture Instructor License by Reciprocity Application Requirements (Part I and Part II)

Part I. General requirements

- At least 18 years of age
- Graduated from high school or equivalent of a high school education
- Photo
- License Certification (if from a foreign country, must include an English translation of the documents)
- Their jurisdiction must require 1000 instructor education hours in a cosmetology school or one (1) year of licensed practice is equal to 100 hours of education to an applicant who has completed a minimum of *700 hours of education.
- Their jurisdiction must require at least 70% passing on the written and practical exams
- Foreign applicants only: High school diploma or record of last year attended and cosmetology school diploma.

* The number of hours reflects their state's education requirements rather than the actual number of hours they have taken. If they took it upon themselves to complete extra hours above and beyond their state requirement, the extra hours would not apply.

Part II. Experience requirement (*Must meet at least one type below for issuance*)

- Hold a valid Indiana cosmetology license and practiced for six months or hold a valid Indiana cosmetology license and prove six months cosmetology experience out of state.
- Hold a valid Indiana manicurist or cosmetology license and practiced for six months or hold a valid Indiana cosmetology license and prove six months manicuring experience out of state.
- Hold a valid Indiana esthetician license and practiced for one year or hold a valid Indiana esthetician license and prove six months esthetician practice out of state.

- Hold a valid Indiana electrology license and practiced electrology for at least one year or hold a valid Indiana electrology license and prove one year of electrology experience out of state.

Written law exam is required upon approval of the application. License is issued upon passing the written law exam and payment of license fee.

FOR THOSE THAT DO NOT QUALIFY FOR RECIPROCITY/PROVISIONAL LICENSE, OR HAVE TAKEN SOME EDUCATION OUT OF STATE FROM A NON-INDIANA BOARD APPROVED SCHOOL

PROVISIONAL LICENSE:

IC 25-8-4-2.9 indicates the board may issue a PROVISIONAL LICENSE for those that come from a jurisdiction that does not issue a license. The board gained authority to issue a provisional license July 1, 2009. Until applications are available for this license, please use the reciprocity application, completing as much of it as possible, write "PROVISIONAL LICENSE" at the top and return to the board along with transcripts from your cosmetology school.

TRANSFER HOURS FROM AN OUT OF STATE SCHOOL:

***If the board denies a provisional license, the applicant can follow the chart below to transfer their hours to an Indiana school and take our exam. (Every license but Electrology)**

Indiana cosmetology schools **MAY** accept education hours for **COSMETOLOGIST, MANICURIST, ESTHETICIAN,** and **INSTRUCTOR** students transferring from a non-licensed school providing the Indiana cosmetology school verifies the student's previous education, such as maintaining a record of a detailed transcript from the non-licensed school. It will be the Indiana cosmetology school's responsibility to determine the number of additional hours/subject matter needed to complete the Indiana requirements. The student **must** complete the Indiana specific course work regardless of the number of hours accepted by the Indiana cosmetology school from the non-licensed school (SEE HOURS BELOW).

Once the student completes the necessary Indiana specific hours as outlined below along with any other course work/hours as determined by the Indiana cosmetology school, the Indiana cosmetology school may verify the total number of hours required for that license type, including the non-licensed school hours, on an examination application to be filed with the board.

Indiana specific hours in theory and demonstration practice:

COSMETOLOGY & MANICURIST:	Sanitation, 40 Statutes and Rules, 10
ESTHETICIAN:	Bacteriology, Sterilization, and Sanitation, 35 (20 of which shall be in actual practice) Statutes and Rules, 10
BEAUTY CULTURE INSTRUCTOR:	School administration, which includes Record keeping and Law and Rules, 50 (20 of which shall be in actual practice) With the 7/1/07 statute change, any type of instructor can transfer hours from another school.

Pursuant to the statutes and rules, a licensed cosmetology school may **NOT** accept education hours for **ELECTROLOGIST** students from a non-licensed school. Individuals with Electrologist education from a non-licensed school must complete the entire course in a licensed school to be eligible to sit for the state examination and become licensed in Indiana.

BY EXAMINATION

A. Cosmetology License by Examination Application Requirements

- At least 18 years of age

- Completed tenth grade education or equivalent
- Photo
- 1500 hours of education completed within 3 years from date of enrollment. Three year rule may be waived due to a rule change effective January 18, 2008.

License is issued upon passing the written exam and paying the license fee.

B. Manicurist License by Examination Application Requirements

- At least 18 years of age
- Completed eighth grade education or equivalent
- Photo
- 450 manicurist education hours completed within 3 years from date of enrollment. Three year rule may be waived due to a rule change effective January 18, 2008.

License is issued upon passing the written exam and paying the license fee.

C. Esthetician License by Examination Application Requirements

- At least 18 years of age
- Completed tenth grade education or equivalent
- Photo
- 700 esthetician education hours in a cosmetology school completed within 3 years from date of enrollment. Three year rule may be waived due to a rule change effective January 18, 2008.

License is issued upon passing the written exam and paying the license fee.

D. Electrology License by Examination Application Requirements

- At least 18 years of age
- Must hold a valid Indiana cosmetology license or Indiana esthetician license
- Completed tenth grade education or equivalent
- Photo
- 300 electrology education hours in a cosmetology school completed within 3 years from date of enrollment. Three year rule may be waived due to a rule change effective January 18, 2008.

License is issued upon passing the written exam and paying the license fee.

E. Beauty Culture Instructor License by Examination Application Requirements (Part I and II)

Part I. General requirements

- At least 18 years of age
- Graduated from high school or equivalent of a high school education
- Photo
- 1000 hours of education completed within 3 years from date of enrollment. Three year rule may be waived due to a rule change effective January 18, 2008.
- Cosmo schools may accept instructor education from a barber instructor course (900 hours) however they will need to complete 100 hours of education in the cosmetology instructor course and take the written and practical exam at the school to graduate.

Part II. Experience requirement (*Must meet at least one type below for issuance. Experience can now be obtained while enrolled in the instructor course*)

- Hold a valid Indiana cosmetology license and practiced for six months.
- Hold a valid Indiana manicurist license and practiced for six months.
- Hold a valid Indiana esthetician license and practiced for six months.

- Hold a valid Indiana electrology license and practiced electrology for at least six months.

License is issued upon passing the written exam and payment of license fee.

EXAMINATION ATTEMPTS

All first attempt state board examinations must be taken within one (1) year after graduation from an applicable course in a cosmetology school. Any repeat examination must be successfully completed within three (3) years after graduation from the same course. (The Board may waive if applicant can show good cause.

REPEAT EXAMINATION ATTEMPTS

A. Cosmetologist

- Repeat Examination – 100 hours of instruction in the theory as a student in a cosmetology school required before the applicant applies for the 3rd exam and every odd attempt following. Must pay examination fee again and file affidavit of completion of hours.

B. Manicurist

- Repeat Examination – 100 hours of instruction in the theory as a student in a cosmetology school required before the applicant applies for the 4th and 5th exam and every odd attempt following. Must pay examination fee again and file affidavit of completion of hours.

D. Esthetician

- Repeat Examination – 100 hours of instruction in the theory as a student in a cosmetology school required before the applicant applies for the 4th and 5th exam and every odd attempt following. Must pay examination fee again and file affidavit of completion of hours.

E. Electrologist

- Repeat Examination – 100 hours of instruction in the theory as a student in a cosmetology school required before the applicant applies for the 3rd exam and every odd attempt following. Must pay examination fee again and file affidavit of completion of hours.

F. Beauty Culture Instructors by Examination

- Repeat Examination – 150 hours of instruction in the theory as a student in a cosmetology school required before the applicant applies for the 3rd exam only. The 150 hours must be completed within 60 days from the date of the second failure notice.

G. Beauty Culture Instructors by Reciprocity (820 IAC 2-2-11)

- Repeat Examination – 50 hours of instruction in statutes and rules as a student in a cosmetology school required before the applicant applies for the 3rd exam and every odd attempt following. Must pay examination fee again and file affidavit of completion of hours.

SALON LICENSE

A. Cosmetology Salon Application Requirements

- Salon must be supervised by an active cosmetologist with at least six (6) months experience. Experience while holding a temporary permit counts toward the experience requirement.
- If salon location has an existing or previous license issued that was disciplined by the board, the applicant must provide a copy of the lease agreement and two utilities and be considered by the board. Do not issue a temporary permit.
- *Salon locations that have had discipline must provide a copy of the lease agreement and two utility bills for board consideration.*

- Approved inspection report
- Pay the license fee

License is issued upon approved inspection report from the state inspector.

B. Manicurist Salon Application Requirements

- Salon must be supervised by an active cosmetologist or manicurist with at least six (6) months experience. Experience while holding a temporary permit counts toward the experience requirement.
- If salon location has an existing or previous license issued that was disciplined by the board, the applicant must provide a copy of the lease agreement and two utilities and be considered by the board. Do not issue a temporary permit.
- *Salon locations that have had discipline must still provide a copy of the lease agreement and two utility bills for board consideration.*
- Approved inspection report
- Pay the license fee

License is issued upon approved inspection report from the state inspector.

C. Esthetician Salon Application Requirements

- Salon must be supervised by an active cosmetologist or esthetician with at least six (6) months experience. Experience while holding a temporary permit counts toward the experience requirement.
- If salon location has an existing or previous license issued that was disciplined by the board, the applicant must provide a copy of the lease agreement and two utilities and be considered by the board. Do not issue a temporary permit.
- *Salon locations that have had discipline must still provide a copy of the lease agreement and two utility bills for board consideration.*
- Approved inspection report
- Pay the license fee

License is issued upon approved inspection report from the state inspector.

D. Electrology Salon Application Requirements

- Salon must be supervised by an active electrologist with at least six (6) months experience. Experience while holding a temporary permit counts toward the experience requirement.
- If salon location has an existing or previous license issued that was disciplined by the board, the applicant must provide a copy of the lease agreement and two utilities and be considered by the board. Do not issue a temporary permit.
- *Salon locations that have had discipline must still provide a copy of the lease agreement and two utility bills for board consideration.*
- Approved inspection report
- Pay the license fee

License is issued upon approved inspection report from the state inspector.

E. Mobile Salons

As of July 1, 2007, the law allows for issuance of Mobile Salon Licenses once the board has promulgated rules to establish sanitation standards, safety requirements, permanent address requirements, and enforcement actions to ensure compliance.

TEMPORARY PERMITS

A. Cosmetology Temporary Permit Application Requirements

- Has filed either an application for examination or reciprocity
- File the application for cosmetology professional temporary permit
- For examination applicant; has not taken the examination yet
- Must be supervised by a cosmetologist with at least six months experience

B. Manicurist Temporary Permit Application Requirements

- Has filed either an application for examination or reciprocity
- File the application for cosmetology professional temporary permit
- For examination applicant; has not taken the examination yet
- Must be supervised by a cosmetologist or a manicurist with at least six months experience

C. Esthetician Temporary Permit Application Requirements

- Has filed either an application for examination or reciprocity
- File the application for cosmetology professional temporary permit
- For examination applicant; has not taken the examination yet
- Must be supervised by a cosmetologist or an esthetician with at least six months experience

D. Electrologist Temporary Permit Application Requirements

- Has filed either an application for examination or reciprocity
- File the application for cosmetology professional temporary permit
- For examination applicant; has not taken the examination yet
- Must be supervised by an electrologist with at least six months experience

E. Salon (all types) Temporary Permit Application Requirements

- Temporary permit is issued upon receipt of a completed application

F. Temporary Permit Expiration

- **Examination applicants: Three (3) months or thirty (30) days after the exam date, whichever comes first.
- **Reciprocity applicants: Thirty (30) days or five (5) days after board denial, whichever comes first.
- **Salon: Three (3) months or immediately upon board denial.

RENEWAL/RESTORATION REQUIREMENTS (IC 25-8-4-21 & IC 25-1-8-6(d))

A. Individuals Expired For *LESS* Than Three (3) Years

- File renewal application
- Pay current renewal fee
- Pay restoration fee
- Instructors must maintain a current cosmetologist, manicurist, electrologist, or esthetician license to renew their corresponding instructor license

B. Individuals Expired For *MORE* Than Three (3) Years

- File renewal application
- Pay current renewal fee
- Pay fee equal to the initial license fee
- Pass written exam with only two (2) attempts before going back to the board for further consideration
- Instructors must maintain a current cosmetologist, manicurist, electrologist, or esthetician license to renew their corresponding instructor license

C. Salons, Schools and Tanning Facilities Expired For *less* Than Three (3) Years

- File renewal application
- Pay current renewal fee

- Pay restoration fee

D. Salons, Schools, and Tanning Facilities Expired For *More Than Three (3) Years*

- File renewal application
- Pay current renewal fee
- Pay fee equal to initial license fee
- Inspection by board representative
- Board will consider the renewal application for possible additional education or restrictions

TANNING FACILITIES

A. Tanning Facility Application Requirements

- Completed application.
- Pay the license fee

C. Tanning Facility Report of Injury

- IC 16-1-47 sec. 18 (a) the operator of a tanning facility must report each known injury or complaint of an injury; that results from the use of a tanning device in the tanning facility to the state board. Reporting form is on our website.

FEE SCHEDULE

Cosmetologist License - 4 years, Expires 8/1

A. Examination	\$59
B. Issuance	\$40
C. Renewal	\$40
D. Restoration	\$50
E. Reciprocal License	\$100

Electrologist License - 4 years, Expires 8/1

A. Examination	\$25
B. Issuance	\$40
C. Renewal	\$40
D. Restoration	\$50
E. Reciprocal license	\$100

Manicurist License - 4 years, Expires 8/1

A. Examination (regular or reciprocity)	\$59
B. Issuance	\$40
C. Renewal	\$40
D. Restoration	\$50
E. Reciprocal license	\$100

Esthetician License - 4 years, Expires 8/1

A. Examination	\$59
B. Issuance	\$40
C. Renewal	\$40
D. Restoration	\$50
E. Reciprocal license	\$100

Cosmetology School- 4 years from date of issuance

A. Issuance	\$400
B. Renewal	\$400
C. Restoration	\$50

Beauty Culture Instructor License- 4 years, Expires 8/1

A. Examination	\$59
B. Issuance	\$40
C. Renewal	\$40
D. Restoration	\$50
E. Reciprocal License	\$100
F. Reciprocity Exam Fee	\$15

Salon License- 4 years, Expires 2/1

(cosmo, electrology, esthetics, manicuring)

A. Issuance	\$40
B. Renewal	\$40
C. Restoration	\$50

Duplicate Pocket card (all cosmetology license types)	\$10
---	------

Tanning Facility License- 2 years, Expires 7/1

A. Issuance	\$200
B. Renewal	\$200
C. Restoration Fee	\$50

Duplicate Pocket card (<i>on-line issuance only</i>)	\$10 + online fees
--	--------------------